



VOLUNTEER SERVICE APPLICATION

Instruction Sheet

Thank you for your interest in becoming a volunteer at the Barack Obama Presidential Library. Our volunteers play a vital role in the activities at the Barack Obama Presidential Library. They supplement the staff in important ways that might not be otherwise available.

Please note that you must meet the following requirements in order to be qualified as a NARA volunteer: you must be 16-years or older and meet one of the following three requirements: (1) you must be a U.S. citizen; (2) you must be a legal resident alien [possessor of a green card]; or (3) you must be a holder of a type A1 or A2 diplomatic visa. If you do not meet these requirements, we will not be able to accept your volunteer application.

The next step in applying to become a volunteer is to complete the attached form. Your answers to the questions will enable us to see where you might best help our program and what activities would be most fulfilling to you. Many of the questions are self-explanatory. Others may need a little explanation.

Please note that a background check will be necessary, depending on the type of volunteer service you will provide and the kind of access you are granted to our facility. For further information about this step in the application process, please contact the volunteer coordinator at (847) 252-5714.

Please read the Paperwork Reduction Burden Statement and the Privacy Act Statement that follow. The Privacy Act Statement explains the circumstances under which this information may be shared with someone other than NARA staff. Be assured that any information you provide will be held in the strictest of confidence and divulged to others only in compliance with the Privacy Act and the Freedom of Information Act.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form display a valid OMB control number. Public burden reporting for this collection of information is estimated to be 25 minutes per response. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (1), 8601 Adelphi Road, College Park, Maryland, 20740. DO NOT SEND COMPLETED VOLUNTEER FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED ON THE BOTTOM OF THIS FORM.

PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2104 and 44 U.S.C. 2105(d). The information you provide to NARA on this form will be used to determine if you will be accepted as a volunteer. This information may be disclosed to an expert, consultant, agent or contractor of NARA to the extent necessary for them to assist NARA in the performance of its duties or in accordance with any other "routine uses of records" listing in the Privacy Act System of Records NARA 26, "Volunteer Files." Completing this form is voluntary, but failure to provide all of the requested information will result in you not being accepted as a volunteer.

SEND YOUR COMPLETED APPLICATION:

Barack Obama Presidential Library
2500 W. Golf Road
Hoffman Estates, IL 60169

BY FAX:

(847) 252-5799

BY EMAIL:

brooke.clement@nara.gov



VOLUNTEER SERVICE APPLICATION

Barack Obama Presidential Library

PERSONAL INFORMATION

Please provide a phone number at which we may reach you Monday through Friday, during business hours to follow up on your application. You also may provide an email address for that purpose.

Please check if you have: U.S. Citizenship a green card an A1 or A2 diplomatic visa

Name Mr. Mrs. Ms. _____

Date of Birth (MM/DD/YY) _____

Street Address, City, State, Zip _____

Telephone Number _____ Email _____

EDUCATION

Level	Name / Location of Institution	Years Attended	Diploma / GED
High School	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>

College	Years Attended	Field of Study
Undergraduate	_____	_____

Undergraduate	_____	_____
---------------	-------	-------

Graduate	_____	_____
----------	-------	-------

WORK EXPERIENCE. Summarize your last 10 years of employment.

When listing your work experience, show only the last 10 years of employment. If you are retired, describe the last 10 years you worked before you retired.

Position	From / To	Employer
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PREVIOUS VOLUNTEER EXPERIENCE

Duties	From / To	Organization
_____	_____	_____
_____	_____	_____

LANGUAGES. An ability to speak and understand a foreign language most likely will be used to greet and possibly guide foreign visitors. You would not be expected to explain highly technical aspects of the National Archives' program. Reading and translating duties might involve assisting the staff in reading and responding to



VOLUNTEER SERVICE APPLICATION

foreign language correspondence or in translating documents for the holdings of the Barack Obama Presidential Library.

Foreign language(s), please list

Speak and Understand
Fluent / Proficient

Can read and translate into and from
Easily / Passably

Special languages:

American Sign Language

Highly skilled

Some ability

Braille

Highly skilled

Some ability

SPECIAL SKILLS. Check all that apply.

The information you provide will help us to identify which activities at the Barack Obama Presidential Library will most interest you and where you can make the greatest contribution to our program.

Are you skilled in:

Genealogical research using computers

Do you have any other skills
or particular interests related
to volunteering? Please list:

Genealogical research using sources
other than computers, please specify:

Archival work such as holdings
maintenance, processing, or description

Data entry

Word processing

Excel

PowerPoint

WHEN ARE YOU AVAILABLE?

Days: Monday Tuesday Wednesday Thursday Friday

Hours: _____

REFERENCES. List two people who are not relatives who know about your ability and knowledge. It is important that you provide the names of two individuals who can be contacted to discuss your qualifications for a volunteer position. They will be informed of the reason for the contact.

Name _____

Street address _____

City, State, Zip _____

Telephone _____

Name _____

Street address _____

City, State, Zip _____

Telephone _____

Signature _____

Date _____